

INFORMATION NOTICE

WORKFORCE SERVICES

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Date: August 21, 2008
Expiration Date: 9/21/10
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: JTA SYSTEM VERSION 4.44 RELEASE

The purpose of this information notice is to inform you that the Workforce Services Division (WSD) will release a Job Training Automation (JTA) System Version 4.44 on the weekend of August 22, 2008. The JTA system software will be available beginning Monday, August 25, 2008.

This system release is being initiated to address Local Learning Lab (LLL) feedback and workflow issues encountered during the implementation of the Integrated Service Delivery model. Significant changes included in this release are: 1) implement a short version of the Workforce Investment Act (WIA) Application form (hardcopy) and online entry screen displaying only required data fields; and 2) the Document of Eligibility and Case Note entry screens have been modified to make the social security number (SSN) the first enterable field. These changes apply to all LLL's, non-LLL (Local Workforce Investment Area offices - LWIA), and community based organizations. Below is a description of all of the changes in the system release.

WIA System - Programs Modified

ESAF – Enter Short Application Form (Log # 6392)

The WIA Short Application Form has been modified by removing optional data fields and should only be used for adult and dislocated worker clients (youth must use the long form). However, there are conditionally required fields subject to the response recorded on the Low Income, Veteran Status, and Dislocated Worker fields. As appropriate, all data fields on the short form must be completed in order to comply with the Department of Labor data element reporting requirements.

The Attachment is a hardcopy of the short application form.

EDOE - Enter Documentation of Eligibility; LDOE - Load Documentation of Eligibility; (Logon # 6396, 6397)

This change modifies the EDOE entry screen to make the social security number (SSN) the first enterable field. System users may now initiate and save the EDOE without completing a full Application form/screen. However, filing an Enrollment form/screen

will be dependent on the full completion of an application and the appropriate fields on the EDOE.

In this current release, new JTA edit checks will be linked with the EDOE. At this time, these edit checks will apply only to the LLL's. As non-LLL LWIA's begin to use the EDOE, they will be required to meet the new edit checks to show due diligence in obtaining eligibility information. The completion of the Enrollment form/screen will be connected to the recording of enrollment activities and/or services. If a job seeker enters the One-Stop and receives only staff assisted core services the minimum fields required to be completed on the EDOE are:

- Section A – Date of Birth
- Section D – Selective Services (male between the ages of 18 -25)
- Section F – U.S. Work Authorization

If the job seeker moves into intensive or training services, then additional sections on the EDOE must be completed if the sections apply to the job seeker based on data entered on the Application form as follows:

- Section B – Income Eligibility (per local board determination of limited funds for adult services)
- Section C – Dislocated Worker
- Section E – Veteran Status

When completing the EDOE, entering a SSN initiates a record search to identify an existing application record. If an existing record is on file, the application number and associated data will be displayed on the EDOE screen. If more than one application record exists, a choice list will be displayed to select the appropriate number. In addition, completion notes will be displayed on the screen section headings when initiating the F5 key (save). The completion note will display "Complete", "Incomplete", or "Not Required" based on edits linking to the applicable fields on the application screen. An example of a completion notes are as follows:

Section A – Birth Date COMPLETE, or
Section D – Selective Services INCOMPLETE

Also, when using the F5 key the edit has been removed for section requirements. If a screen section is not complete a message will be displayed asking if the user wants to file or save the screen incomplete.

For LDOE, a form completion flag (form_cmplt_flg) has been added to record a "Y" (yes) if all applicable sections (i.e., A, B, C, etc.) of the form are complete; a "P" if Sections A (Birth Date), D (Selective Services), and F (US Work Authorization) are complete; and a "N" if the form is incomplete. This field should be left blank in the load file because the completion flag field will be populated by the load program.

ENOT – Enter Case Notes (Log # 6387)

This change modifies the ENOT entry screen to make the SSN the primary key and the first enterable field.

EWIE – Enter Workforce Investment Enrollment Form; LWIE – Load Workforce Investment Enrollment; LWIA – Load Workforce Investment Activity (Log # 6393, #6398)

The programming for EWIE/LWIE has been modified to ensure that the Basic Skills Deficient element is a required data field that must be collected and loaded to comply with DOL reporting requirements.

The programming for EWIE/LWIA has been modified to place an edit on the activity code field to monitor for the completion of the Documentation of Eligibility screen. The system edit reviews the following: If the activity type (actvy_type) equals “1” then the form completion flag (form_cmplt_flg) must be a “Y” or “P” otherwise the following message will be displayed “Documentation of Eligibility must be completed before entering an activity code”. If the actvy_type does not equal 1 then the form_cmplt_flg must be a “Y” otherwise the same message will be prompted.

EWIF – Enter Workforce Investment Follow-up Form; LWIF – Load Workforce Investment Follow-up Form (Log # 6391)

The follow-up form and load programs have been modified to allow the entry screen to be completed without an exit record for only Follow-up Types “1” (30 Day) and “2” (60 Day) on the condition that all activities are complete. Should an exit record exist, then the follow-up program will operate without deviation.

PWIR – Print Workforce Investment Registration Form (Log # 6394)

A change was made to the printing of the registration (application) form to reflect the title change for Migrant Seasonal Farm Worker and Veterans/DVOP LVER.

EPVA – Enter ETPL Provider Application (Log #6378)

This change adds edits to the Employment Training and Program List provider table to have a consistent format (WWW or HTTP) for web addresses.

Amendments – The following information is to clarify information that was previously distributed in earlier system releases:

Release 4.43.0 – The grant code for the Trade Adjustment Act (TAA) Program is 160. Code 802 was identified in the release, but it has been subsequently cancelled due to a technical issue.

Release 4.43.1 - The WIA Application Form was modified to show more optional fields and this included the signature fields. While the “Signature of Client” field is optional for LWIAs, the community based organizations must continue to secure a client signature on the application form.

Data Scripts

- s4440note.sql – Format case_notes.ssn for existing records.
- s4440acty.sql – Change d_actvy_serv_cd descriptions for Activity 11 - Staff Assisted JDC (Job Development Contact) and Activity 20 - Special Projects.
- s4440menu.sql – Add ESAF to the menu structure (include in JTA Lite).
- S4440ver.sql – Update version.
- s4440acty2.sql – Add Activity 21 (Staff Assisted Initial Assessment) to d_actvy_serv_cd. This activity is added to the Enrollment Form under Core Services and is used to document a client's receipt of a job readiness assessment at intake. The Line Item Instructions in the Client Forms Handbook will be updated at a later time.

Database Changes

- Add Fields:
 - case_notes (ssn)
 - doc_eligy (form_cmplt_flg)
- Delete Field:
 - case_notes (wia_app_num after script s4440note.sql)
- Other:
 - Prepare a one-time setting of form_cmplt_flg for existing doc_eligy records.

Note To Timeshare JTA System Users — This release will be installed over the weekend. Please do not access your system from Friday, August 22, 2008 at 5:00 pm through Monday, August 25 2008 at 8:00 am.

Note To Standalone JTA System Users — The release files will be available on Wednesday, August 27, 2008 on the FTP site at endor.jta.edd.ca.gov and on the timeshare server at jta.cahwnet.gov.


The new programs and enhancements are a result of program requirements and calls made to the JTA Help Desk.

Should you have any questions regarding this JTA system release, please call the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE
Assistant Deputy Director
Workforce Services Branch

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachment

 SHORT APPLICATION FORM <i>(ADULT, DISLOCATED WORKER, TRADE ADJUSTMENT ACT ONLY)</i>					Subgrantee Name								
					00 Application Number								
					01 Agency Code								
					02 Social Security Number								
04 Application Date			05 Last Name			06 First Name / Middle Initial							
07 Street Address (Residence/Mailing Address)				City / State			08 ZIP (Residence)		09 Phone (Residence)				
14b Eligibility to Work in the U.S. 1. Yes 2. No			16 Gender 1. Female 2. Male		17 Birthdate		18 Age		20 Selective Service Registration 1. Yes, Registered 2. No, Not Registered 3. Exempt From Registration 4. Not Required				
21 Race (select one or more) AA Asian Indian AB Cambodian AC Chinese AD Filipino AE Guamanian AF Hawaiian AG Japanese AH Korean AI Laotian AJ Samoan AK Vietnamese AL Other Asian/Pacific Island AO Other Asian BL Black – Not Hispanic HI Hispanic NA American Indian/Alaskan Native WH White – Not Hispanic			24 Migrant Seasonal Farm Worker 1 Yes 2 No 38 Rapid Response 1 Yes 2 No 39 Rapid Response – Additional Response 1 Yes 2 No				42 Disabled 1. Yes, Major 2. Yes, Substantial 3. No						
							43 Limited English 1. Yes 2. No						
							46 Offender 1. Yes 2. No 3. Not Applicable						
							51 Family TANF 1. Yes 2. No						
52 Family GA 1. Yes 2. No		53 Family RCA 1. Yes 2. No		54 Family SSI 1. Yes 2. No		55 Family Food Stamps 1. Yes, Eligible 2. Yes, Receiving 3. No		56 Number in Family		57 Number of Dependents < Age 18		58 Family Status 1. Parent in one-parent family 2. Parent in two parent family 3. Other family member 4. Not a family member 5. Not reported	
59 Family Income (Prior 6 mos)				60 Low Income 1. Yes 2. No		62 Homeless 1. Yes 2. No 9 Not Applicable			64 Unemployment Insurance 1. Yes, UI Claimant 2. Yes, UI Exhausted 3. No				
65 Veteran Status 1. Yes, <= 180 days 2. Yes, > 180 days 3. No		66 Disabled Veteran 1. Yes 2. Yes, Special disabled 3. No		67 Veteran Separation Date		68 Recently Separated Veteran 1. Yes 2. No		69 Campaign Veteran 1. Vietnam-era 2. Other Campaign Veteran 3. No		70 Spouse of Qualifying Veteran 1. Yes 2. No			
71 Highest Grade Completed		84 Referred By WPRS (Profiling) 1. Yes 2. No		85 Dislocated Worker 1. Terminated or Laid Off 2. Received Notice of Layoff 3. Long Term Unemployed 4. Self Employed 5. Displaced Homemaker 9. Not Applicable				86 Dislocation Date		90 Tenure at Employer of Dislocation (months)			
94 Eligibility A Adult WIA D Dislocated Worker B Adult Low Income H Veteran Grant X Not Eligible													
Interviewer ID									Date				
Reviewer ID									Date				